



MAP AND DIGITAL DATA RELEASE POLICY

Columbia County Board of Commissions, GIS Department
630 Ronald Reagan Drive, Building B
Evans, GA 30809

This Columbia County Geographic Information System (GIS) Release Policy has been established to ensure that GIS information in map and digital form is made available fairly and equitably to all persons or organizations who desire it.

RELEASE OF PAPER MAPS

Paper maps will be released according to the attached release process (Appendix A) and price schedule (Appendix B). Copies of orthophoto and cadastral maps can be purchased at the Tax Assessor, Water, or Planning Departments. The sale of maps will take place only after a Product Release form (Appendix C) is filled out. Conditions regarding release of paper maps are as follows:

- A. **Media.** The County will print maps on white bond paper and is not obligated to provide maps on other media.
- B. **Timeliness.** The maps will be provided as soon as is practical. In special cases (e.g., custom maps or large orders), staff will provide the maps as soon as possible in a time period not to exceed one week unless a different time frame is agreed upon at the time of the order.
- C. **Cost.** A plotting fee will be charged for all printed maps. A labor charge of \$40 per hour plus the plotting fee shall be charged to all releases of custom maps (see fee schedule in Appendix B).
- D. **Release to County Departments, Managers, and Elected Officials.** Maps will be created and released to County departments to assist in management at one-half the public's cost. In the case when an elected official has qualified to run for re-election, s/he shall pay full cost for maps used in the campaign.
- E. **Disclaimer.** All paper maps must have the Columbia County GIS Disclaimer attached.

RELEASE OF DIGITAL DATA

Digital data will be released according to the attached release process (Appendix A) and price schedule (Appendix B). The sale of digital data will take place only after a Product Release form (Appendix C) is filled out. Conditions regarding release of digital data are as follows:

- A. **Media.** Digital data may be released in any of five ways: 3.5" diskette, CD, DVD, or FTP (to customer's FTP site) and e-mail as conditions allow. These are subject to change as new storage technology is acquired. The County is not obligated to provide data when the purchaser asks for data on a form of media that the County does not maintain.
- B. **Timeliness.** The release of digital data entails more time and effort on the part of staff, since the customer may require a custom order. Staff will provide the data as soon as it is practical, in a time period not to exceed two weeks except in extreme instances in which case the customer will be notified.
- C. **Cost.**
 - a. **Custom work** - A charge of \$40 per hour shall be charged to all digital releases. This charge entails media, customization work, and the time required to run the data to media. Custom digital data releases are defined as those that require staff to clip or assemble areas that do not conform to predefined boundaries.
 - b. **Standard Data** - Releases that involve pre-defined areas such as tax parcel tiles or county-wide extents will be priced according to the schedule in Appendix B.

- D. **Format.** GIS data will be released in any format that can be written from Arc software. Database information will be released in a standard database format to include MS Access, dBase and ASCII. The County is not obligated to provide digital information when the purchaser has incompatible software.
- E. **Resale.** Data is released with the understanding that it is not to be repackaged and resold by the entity to whom the data was released except with the express written consent by the Columbia County Board of Commissioners or Administrator.
- F. **Release at No Charge (Private Companies).** In certain circumstances, the Columbia County Board of Commissioners or Administrator may release data at no cost to private companies or individuals when it will serve the best interests of the County. This is provided as a courtesy and does not obligate the County to further no-cost releases to the aforementioned company or individual. Restrictions involving resale shall apply to such a release.
- G. **Release at No Charge in Exchange for Other Data.** In such instances where private agencies maintain data that will enhance the Columbia County GIS database and are willing to trade their data in exchange for information maintained by the County, an exchange of information may be authorized. Restrictions involving resale shall apply to such releases. The exchange must satisfy the following conditions.
- a. Layer for Layer - The exchange will take place on a layer-for-layer basis. For example: three layers of information provided by the private agency shall be exchanged for three layers of Columbia County GIS data.
 - b. Geographic Area - The size of the geographic area of data provided by Columbia County shall be comparable to the size of the area provided by the private agency. The geographic location need not be the same, but a release of an area of one square mile may be exchanged for a similarly-sized area elsewhere in the County. In order to maintain consistency, all data traded by Columbia County GIS will be provided on a map tile basis. Restrictions involving resale shall apply to such releases.
- H. **Release at No Charge (Public Agencies and Public Utilities).** Public agencies and utilities may have data released to them at no cost provided that the request can be filled within two hours (to be allotted on a monthly basis). Requests that exceed that amount may be charged at the amount that private companies pay – starting with the third hour of labor. Private organizations working as an agent of a public agency or utility (e.g., an engineering company working for a Georgia State Department) may receive data at no cost. Restrictions involving resale shall apply to such a release.
- I. **Requests to Vendors from Third Parties.** The vendors that developed data for the Columbia County GIS maintain the data after the close of the contract for archival purposes. These vendors occasionally receive requests from third parties for data release. These requests should be referred to Columbia County.
- J. **Release over the Internet.** Columbia County maintains a site on the internet. This site will be configured to allow the purchase and download of GIS information through the internet. This includes the acts of selecting data, accepting a legally-binding license agreement, and arranging the purchase and subsequent release of the data. All releases of data over the internet are subject to a monetary fee.

DISCLAIMER

The following disclaimer shall be placed upon and applied to all maps released by Columbia County and applies to all paper maps as well as all digital data.

"The data represented on this map has been compiled by the best methods available. Accuracy is contingent upon the source information as compiled by various agencies and departments both internal and external to the Columbia County government.

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Users of the data represented on this map are hereby notified that the primary information sources should be consulted for verification of the information contained herein. Columbia County and the companies contracted to develop these data assume no legal responsibilities for the information or accuracy contained on this map.

It is strictly forbidden to sell or reproduce these maps or data for any reason without the written consent of the Columbia County Commission."

DATA RELEASE AGREEMENT

Prior to the release of any digital data, the individual or agent of a company receiving data shall sign a release statement. This statement may be signed only once by an individual or company – after that it is to be understood that they accept the terms of the agreement from that point forward. Columbia County may require a new data release agreement to be signed at any time to account for changes in the data release policy or the status of the customer.

APPENDIX A

MAP AND DIGITAL DATA RELEASE PROCESS AS OF 11/01/2004

TO OBTAIN PAPER MAPS OR DIGITAL DATA:

1. The purchaser shall file a written request, facsimile, or e-mail request. A written record of all map requests will be kept even if there is no charge involved. Facsimile or e-mail requests will be followed up with a phone call by the department to ensure the clarity of the request.
2. The GIS staff will review the requirements of the sale.
3. A bill will be created by staff for the amount of the sale (see Appendix B for price list).
4. The purchases will pay for the map at the time of pick-up. Checks should be made out to Columbia County.
5. A minimum \$5.00 charge will be placed on any order which must be mailed.

TO OBTAIN DIGITAL DATA VIA THE INTERNET (EFFECTIVE UPON ACTIVATION OF INTERNET CAPABILITY):

1. The purchaser shall obtain access to the County's website (www.columbiacountyga.gov) and proceed to the GIS page. Once there, s/he shall be able to obtain data by selecting an area of interest and choosing the layers needed.
2. The purchases shall pay for data in one of two ways (both of these methods require the acceptance of an on-line license agreement):
 - a. One-time purchasers will have the opportunity to use a credit card to facilitate their purchase.
 - b. Purchasers that wish to purchase a subscription will have the opportunity to purchase data with the option of continuing to do so over the course of a year without incurring any additional cost. Purchasing a subscription entitles the subscriber to all Columbia County GIS data - county-wide and by tile for one year from the date of the establishment of the subscription.

APPENDIX B

MAP PRODUCT PRICES AS OF 11/01/04

A. PRE-PREPARED MAPS (HARD COPY)

Due to site-wide use of pre-set GIS programs, most departments can produce GIS maps with standard colors, print layouts, and in standard sizes. The prices below relate to these maps. Changes in standard map colors or other customizations such as this would fall under the Custom Map category in section B below. "Linework" maps include any of the GIS point, line, or polygon layers, and do not include aerial photography. Costs for maps with Aerials are all-inclusive – the user can choose to include linework at no additional charge, or the maps can be printed without linework.

MAPS BY SIZE				
Map	Size	Inches	Cost Linework	Cost Aerials
Pre-prepared maps: GISmo or Maptouch Pre-set Maps Zoning Map* Other standard map products	A	8.5 x 11	\$3.00	\$5.00
	B	11 x 17	\$10.00	\$15.00
	C	17 x 22	\$15.00	\$20.00
	Tax Map Size	24 x 34	\$35.00	\$40.00
* Zoning map is priced lower due to frequent changes and constant updates.	Standard Zoning Map	36 x 50 (Zoning Only)	\$35.00	
	Over Sizes	36 x 36	\$35.00	\$45.00
		36 x 42	\$40.00	\$50.00
		42 x 50	\$50.00	\$55.00
		42 x 72	\$65.00	\$75.00

B. CUSTOM MAPS – CHARGES BY LAYER/TIME

Any map that is not pre-prepared will be regarded as a custom map. This includes maps of specific neighborhoods, districts, or other features. Custom Map Plots are the same cost as the county-wide maps above except that custom maps incur a \$40.00-per-hour charge for the GIS staff to develop.

100' and 200' Map Tile Data for Custom Printed Map Products

The following data layers are available for the development of Custom Maps. Maps can be customized for customer's target area(s) and can encompass more than one Map Tile or combinations thereof.

LAYERS	LAYER MAINTAINED BY:
Parcel lines, road centerlines, building footprints, edge of pavement, Water & Sewer Utility information, 2 and 4-foot contour lines, Zoning, Future Land Use, Current Land Use, City and County boundaries, Conservation Use, Yearly Sales, Parks and Recreation, Greenspace, Subdivisions, Stormwater Utility, Bridges	Columbia County
Railroads, fence lines, soils, FEMA flood zones, vegetation, spot elevations, hydrography, tile boundaries, flood zones, National Wetlands inventory, census boundaries	External Agencies (metadata available upon request)

C. DIGITAL DATA PRODUCTS

1. Digital Orthophotography

Digital color orthophotography captured in 2000 is available in MrSID Format. MrSid is extractable to TIF format by users, and instructions will be available upon request. County-wide files are available on CD or DVD for \$2,000. These data files will be released on CD or DVD only. Digital orthophotos are NOT included in the data subscription to be discussed later in this document. The aerials are suitable for mapping to 1:100 (eastern section of county) and 1:200 (remaining areas of county).

2. County-wide Data, Digital Format

The data layers named in Section 1 above are available in county-wide seamless data layers. These prices are based on the size and currency of the data set. Data availability and pricing per category are listed in the following table:

COUNTY-WIDE LAYERS	COST
Parcel lines – ArcGIS shapefile data including ownership information, DXF does not include ownership	\$2000
Road centerlines, building footprints, edge of pavement, water lines, sewer lines, water points, sewer points, address points derived from parcel polygons, 2 and 4-foot contour lines, zoning, subdivisions, current land use, future land use	\$500 each
Fence lines, soils, streams and waterbodies, hospitals, medical facilities, landmarks, parcel annotation layers (dimensions, acreage, parcel ID, road names)	\$250 each
Railroads, vegetation cover, State Plane Coordinate grid points, administrative boundaries, political boundaries, tile boundaries, Commission districts, voting precincts	\$100 each
2000 Census tracts/block groups/blocks, National Wetlands Inventory, FEMA Flood Plains (all acquired from US Government data sources)	\$ 20 each

Updates

Once an individual or company purchases a digital file, updates can be purchased for 50% of the original cost of the data. This applies to County-wide digital data only. Custom Map Tiled products will require a new request and purchase, as outlined in Section B, Appendix B.

Internet Access

Upon activation of internet capability, data will be made available over the internet through two methods:

1. One-time purchase - First-time or one-time purchases of layers of Columbia County GIS data are priced according to the schedule in section C above.
2. Subscription - An internet subscription to Columbia County GIS data can be purchased for \$6,000. A subscription entitles the user to unlimited access to all of the published layers of Columbia County GIS data (in County-wide format) for one year, starting on the date of the initial purchase. This is available across the internet only - purchases that go through the County will be priced according to the schedule in Section C above.
3. The Columbia County GIS staff reserves the right to determine pricing for “new” or custom layers that are created or layers that are not otherwise listed above.

Accepted at the August 13, 2002 Columbia County Management & Financial Services Committee
Updated October 19, 2004

APPENDIX C
Digital Data Release Policy
LICENSE AGREEMENT
FOR GIS DATA DISTRIBUTION

DATA DISTRIBUTION

All digital data is provided for distribution by CD-ROM unless other media as agreed upon. Data distribution is managed by Columbia County.

DATA SOURCE

Data sources are available from Columbia County GIS and will be included on any hard copy map printed.

NO WARRANTY

The data files are provided "as is". There is no guarantee or warranty concerning the accuracy of information contained in the data. No warranty is made, either expressed or implied, as to any other matter whatsoever, including, without limitation, the condition of the product, or its fitness for any particular purpose. The burden for determining fitness for use lies entirely with the user.

LIMITATION OF LIABILITY

In no event shall Columbia County have any liability whatsoever for payment of any consequential, incidental, indirect, special, or tort damages of any kind, including, but not limited to, any loss of profits arising out of use of or reliance on the data or arising out of the delivery, installation, operation, or user support.

PROTECTION OF PROPRIETARY RIGHTS

Reproduction or redistribution of the data or products derived therein outside of licensee's organization or entity is expressly forbidden. The data shall only be used on the specified project(s) for the Licensee. No further reproduction or redistribution of the data beyond the scope of the specified project(s) are allowed. None of the data shall be electronically duplicated by any means for use by others, in whole or in part, without express written permission of Columbia County. Resale of the data is prohibited.

CREDITS

Source to list: Columbia County.

Any hard copies utilizing any of the data shall clearly indicate the source. If the Licensee has modified the data in any way, they are obligated to describe the types of modifications they have performed on the hard copy map. The licensee specifically agrees neither to misrepresent any data, nor to imply that changes they made were approved. The digital data is authorized to:

Business: _____

Address: _____

City, State, ZIP _____

Under the terms and conditions listed in the attached LICENSE AGREEMENT. The data is provided for use in completing the following project:

PROJECT _____

Data requested _____

for the _____

The licensee hereby agrees to the terms and conditions in the attached LICENSE AGREEMENT and agrees to abide by same.

MAP AND DIGITAL DATA RELEASE POLICY
Columbia County Georgia, Board of Commissioners, GIS Department

"I have read the GIS Map and Digital Data Release Policy. I agree to pay the costs incurred for the distribution of this data, I understand my rights concerning access to this data, and I covenant and agree to abide by the restrictions stipulated by Columbia County for the use of this data. I understand that the violation of any stipulation of this policy will result in the revocation of my rights to purchase Columbia County GIS data."

Printed name: _____

Title: _____

Signature: _____

Date: ____/____/____ Phone number: _____

Complete and mail original copy to:

Columbia County
630 Ronald Reagan Drive, Building A
Evans, GA 30809
Attn: Mary Howard, GIS Manager
or fax to: (706) 312-7202